

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, DC, 20503

July 17, 2001

CIRCULAR NO. A-11  
Revised  
Transmittal Memorandum No. 74

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Preparing and Submitting Budget Estimates

OMB Circular No. A-11 tells you how to prepare your FY 2003 budget submission. The Circular has three parts:

- Part 1 covers your budget request and related materials.
- Part 2 covers your strategic plan, annual performance plan, and performance reports.
- Part 3 covers the acquisition of capital assets.

This Circular supersedes all previous versions. The summary of changes highlights the substantive changes made since last year.

Your proposals should reflect the policies of the President, including the government-wide initiatives and agency-specific management reform proposals identified in the President's Management Plan, which will be published as part of the Mid-Session Review of the 2002 Budget. Your proposals should also be consistent with guidance provided by the Office of Management and Budget (OMB), including that contained in OMB spring guidance memoranda.

/s/  
Mitchell E. Daniels, Jr.  
Director

Attachment